Faculty Information Form Instructions

At the beginning of each semester faculty who are teaching courses that are to be evaluated by the IDEA system will receive the following email for each course they are teaching.

<Professor Name Here>,

Please click on the URL below to complete the Faculty Information Form (FIF) for an IDEA Student Ratings of Instruction survey that is being conducted in your Utah State University's <Your Course # Here - Your Course Title Here> course.

In order for the survey to be processed, you must complete the FIF by 7/27/2012.

After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen. If you do not receive this confirmation your FIF was not saved. If you experience any technical difficulties please contact your IDEA Online On-Campus Coordinator at <Dept. Staff Assistant Name Here>.

Thank you for your time and thoughtful responses.

https://theideaonline.org/idea/cs/survey?S=1219343/11131776/F/F/878073510

If your system is unable to link to the website, please copy the underlined text and paste it into the location field of your web browser.

Clicking on the blue link in the email takes you to the following IDEA Welcome screen.

Click on the “Complete Faculty Information Form (FIF)” link.
The Course Number, Title and Instructor name for the course appear in the maroon banner at the top of the page. If you have previously taught the same course, you may choose to copy the objectives previously selected. If this is a new course or you would like to change the chosen objectives you may do this by scrolling down the page. You must then select the objectives manually. For the most useful feedback from the evaluation only select a total of 3 to 5 objectives as either “Important” or “Essential”. If you fail to choose objective (3-5), all 12 will be used.

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Faculty Information Form (FIF)

Copy Previously Selected Course Objectives

You can copy the previously selected objectives from the following Faculty Information Forms: Select a FIF from the drop-down list, click the "Copy Objectives" button, complete the contextual question at the end of the survey, and submit the form.

A default discipline code has been chosen based upon the course name. This code is used to provide the disciplinary comparisons in the course report. If a more accurate selection appears in the list please choose it.

Faculty Information Form (FIF)

Verify or Select Discipline Code

This code is used to provide the disciplinary comparisons in the course report. Please confirm or select the Discipline Code for this course.

How many Objectives should I select?

IDEA recommends that a total of 3-5 objectives is a good rule of thumb. You can select them as either "important," or "essential" with essential objectives double weighed (counting twice) in the calculation of your averages. Both important and essential objectives should be counted towards your overall total (e.g. pick 3-5, not 6-10).
The best approach to selecting objectives is to ask three questions:

1. Is this a significant part of the course?
2. Do I do something specific to help students accomplish this objective?
3. Does the student’s progress on this objective affect his or her grade?

If you can answer "yes" to all three questions for a particular objective, it should be selected as either "important" or "essential."

Faculty should be "true to their course" when deciding how many objectives to select. In other words, if you are teaching a lab course where only one objective seems appropriate, then just select one. If you are teaching a senior capstone class for the major, and you feel you should select more than five, then feel free to do so. Be true to your course.

The selection of objectives on the Faculty Information Form is a crucial activity for two reasons. First, the IDEA System evaluates teaching by assessing student progress on these unique, instructor-chosen objectives. Second, objectives provide guidance for selecting teaching methods; those that promote progress on one type of objective may differ from those that promote progress on other types. Differential objectives make each course a unique learning experience.
The next section includes several contextual questions that the IDEA Center uses for research purposes in order to improve the interpretation of student ratings. These questions will not affect your score.

13. Which of the following represents the primary approach to this course?
   - Lecture
   - Discussion/Vicitation
   - Seminar
   - Studio/Cactivity
   - Laboratory
   - Field Experience
   - Studio
   - Multi-Media
   - Practicum/Clinik
   - Other

14. If multiple approaches are used, which one represents the secondary approach?
   - Lecture
   - Discussion/Vicitation
   - Seminar
   - Studio/Cactivity
   - Laboratory
   - Field Experience
   - Studio
   - Multi-Media
   - Practicum/Clinik
   - Other

Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your responses:

- **N** = None (or little) required
- **S** = Some required
- **M** = Much required

15. ☐ ☐ ☐ Writing
16. ☐ ☐ ☐ Oral communication
17. ☐ ☐ ☐ Computer applications
18. ☐ ☐ ☐ Group work
19. ☐ ☐ ☐ Mathematical/quantitative work
20. ☐ ☐ ☐ Critical thinking
21. ☐ ☐ ☐ Creative/analytic/design endeavor
22. ☐ ☐ ☐ Reading
23. ☐ ☐ ☐ Memorization
Important
When you have completed the form, click on the “Submit” button to save your entries.